

## **Groundwork UK**

### **Supplier Diversity Plan**

#### **Introduction**

Groundwork UK is committed to proactively encouraging diversity across all its key activities. This includes how we source and manage our supply chains. This means we will actively encourage a diverse range of suppliers to provide us with the goods and services we need to run our business. We will provide a level playing field for all potential suppliers irrespective of:

- Size – and we will encourage small and medium enterprise (SME) suppliers
- Ethnicity – and we will encourage suppliers from black and minority ethnic enterprises (BAMEs)
- Ownership - and we will encourage suppliers from public, private and third sector organisations
- Location – and we will encourage all potential suppliers, wherever they are based, to work with us. This incorporates both local suppliers for services in relation to our facilities and national suppliers for services in related to contracted provision.

Our procurement processes, while proportionate to the value involved, will be transparent, objective and non-discriminatory. In addition we will actively encourage our direct supply chain to use a diverse range of suppliers themselves.

#### **Advertising for Suppliers**

All major contracts will be advertised on our website. If appropriate we will also advertise in relevant sector led publications, newsletters, relevant business organisations, Chambers of Commerce etc. We will promote the relevant page of our website as widely as possible to ensure as diverse a range of potential suppliers is aware of the opportunity. We will seek to ensure as broad a range of suppliers is able to tender for our opportunities by:

- Keeping expressions of interest as simple as possible and, where relevant, as close to industry standard forms as we can.
- Developing criteria carefully to ensure unnecessary conditions are not imposed, especially where they may exclude particular sections of the potential supply chain (for example SMEs).
- Offering support to any organisation wanting to take part in our procurement and having questions about how to participate in the process.

#### **Assessment of potential suppliers**

All suppliers who tender for work with Groundwork UK will be assessed in a fair, open and transparent way. We will only take into account those factors, which are strictly relevant for the effective delivery of our requirements. These

factors and how they will be assessed will be made clear in the guidance we provide to bidders. For major contracts we will offer feedback on their application for all those that submit a tender, whether successful or unsuccessful.

We will also ensure that all successful suppliers are assessed in terms of their own policies and procedures around equality and diversity. This will be carried out through the performance management structure that we have in place with suppliers.

### **How we expect our Suppliers to manage Diversity**

We expect all our suppliers to promote diversity across their organisations. This includes their workforce, their clients and their own supply chains. We will be proportionate in how we apply this to our supply chain. For small enterprises or minor contracts a simple statement of intent will be sufficient, however, we will expect all suppliers to work within the parameters of our equality and diversity policy. For major contracts we will require suppliers to submit a copy of their diversity plan as part of our assessment of their tenders. As part of the due diligence process we will assess their policy to ensure it meets our standards. If all standards are met and improvements are required this will be a condition of the contract.

We will continue to monitor their performance and achievement on a quarterly basis through contract performance reviews. We will expect all organisations to report on performance using diversity data and we will ensure that good practice in diversity is shared across the supply chain.

### **Monitoring our Performance**

For all major contract areas (for example any contracts we win for the Work Programme) we will set relevant targets to ensure we can monitor progress against key diversity targets. For example this could include the proportion of our supply chain that comes from the third sector. We will monitor our progress against these targets on a quarterly basis, and where major problems are identified, we will produce an action plan and monitor its progress on a monthly basis.

Responsibility for ensuring this policy is delivered sits within the Business Development and Programme Management functions. A particular manager will be identified to take responsibility for each particular supply chain. This may change between the procurement and management stages of the process. Overall responsibility for managing the Supplier Diversity Plan rests with the Director of Development, reporting to the Chief Executive (at least annually).

### **Groundwork UK**

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